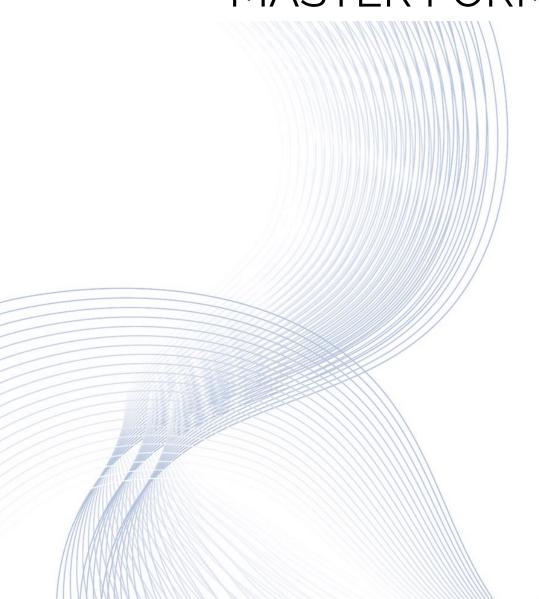HRIS – Human Resources Information Solution

RESOURCE GUIDE:
ABSENCE PLAN
MASTER FORMS

ABSENCE PLAN MASTER FORMS

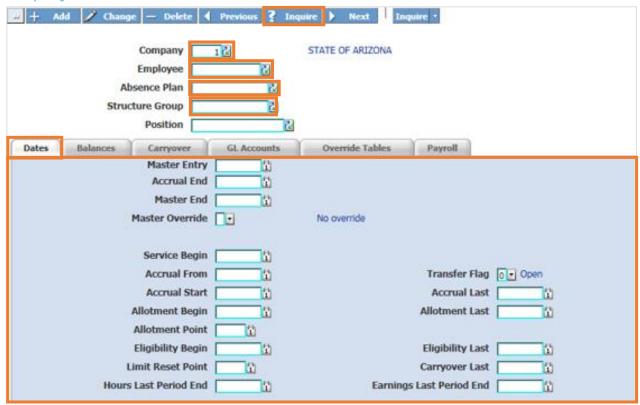Table of Contents

Absence Management

Use Employee Absence Plan Master (LP31.1), to view the dates that control absence plan processing and also current balance amounts for each plan structure.

Employee Absence Plan Master

HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
Company Field	R	Type **1** in **Company** Field	System will access information for Company 1.	All forms/actions must contain a **1** in the Company Field.
Employee Field	R	Type the Employee's **EIN**	System will bring up needed information from the employee's record.	You must enter the correct EIN.
Absence Plan Field	R	Select the **Absence Plan** to which this record belongs		Valid values are: ▪ Annual ▪ Comp ▪ Donated ▪ Family Sick ▪ FMLA ▪ Holiday ▪ Industrial

HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
				▪ Military ▪ Personal (ASDB only) ▪ Personally (select Agencies only) ▪ Recognition ▪ Sick ▪ Spread Pay (ASDB only)
Structure Group Field	R	Selected the **employee group** to which this record belongs		Valid values are available by employee setup
Inquire	R		Dates will populate	
Master Entry Field	R	This is the date when processing of this Structure Group begins for the employee		
Accrual End Field	R	This is the date when processing of Structure Group ends for the employee. No further processing of the plan structure will occur after this date, except for manual balance adjustments and Event transactions such as usage or payout.		
Master End Field	R	This is the date when ALL processing for this record stops.		
Master Override Field	R	Agencies will not use this Field	Field should be blank	
Service Begin Field	R	The date from which service for this record calculated displays.	Calculated based on Employee's Adjusted Hire Date	
Accrual From Field	R	The earliest date for which accrual transactions will be calculated for this record.		For Earned Hours, such as Holiday and Comp, this date must be a PPE date.

HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
Accrual Start Field	N	The earliest date for which accrual transactions will be calculated for this record.		For Earned Hours, such as Holiday and Comp, this date must be a PPE date.
Allotment Begin Field	N	The earliest date for which an allotment will be calculated for this record.		Allotment Plans: ▪ Family Sick ▪ Personal (ASDB only)
Allotment Point Field	N	The month and day when allotments for this Plan will occur.		ADOA will process the reset annually.
Eligibility Begin Field	N	The earliest date accruals for this record can become available for usage.	Calculated based on Employee's Adjusted Hire Date	
Limit Reset Point Field	N	The month and day when accrual limits and totals for this Plan will occur.		DOA will process the reset annually.
Hours Last Period End Field	N	The pay period end date through which service records have been evaluated for processing if hours calculation is based on a service class.		
Transfer Flag Field	N	Indicator for the LP180 Mass Absence Plan Transfer program that moves balances when an employee moves into a new Structure Group.		Valid values: **Blank** = Open (records will transfer with the LP180) **2** = Closed The default value is 0 - Open.
Accrual Last Field	N	The date for which an accrual was last processed.		
Allotment Last Field	N	This is the date for which an allotment was last processed.		
Eligibility Last Field	N	This is the date for which accrued balances are last moved to available balances for this record.		
Carryover Last Field	N	Last time a balance was reset. (e.g. Family Sick)		

HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
Earnings Last Period End Field	N			Disregard this Field – SOA will not use

Other Tabs

Balances

Displays the balances for each hour's type. Typically, only Available Hours appear.

Carryover

Should be blank

GL Accounts
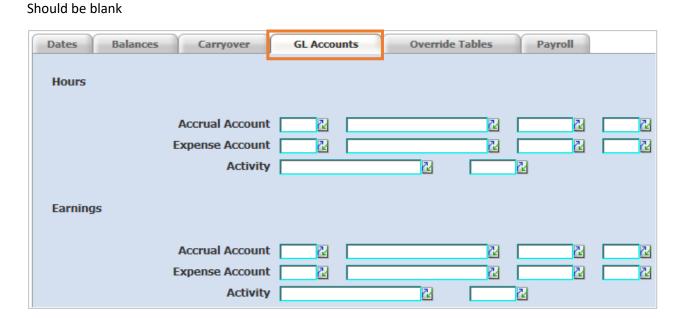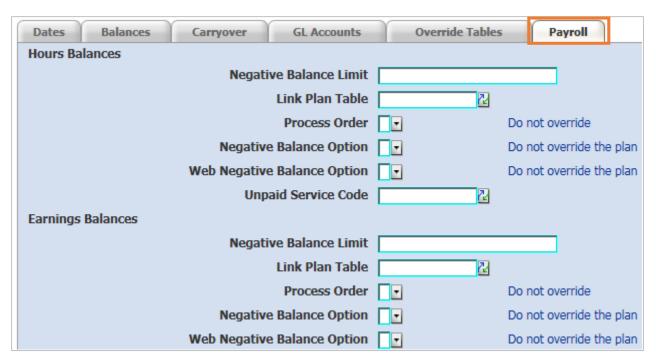
Should be blank

Override Tables
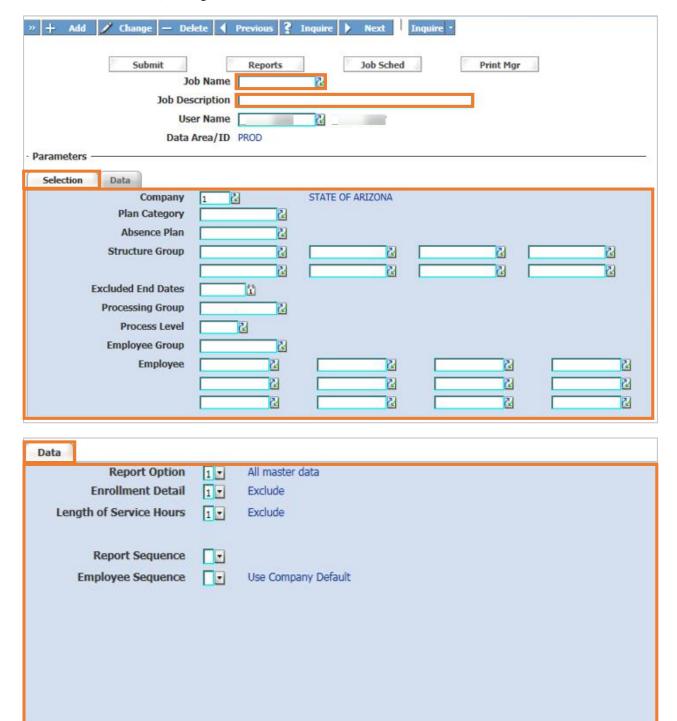
Should be blank

Payroll
Should be blank

Employee Plan Master Listing LP231

Run Employee Plan Master Listing (LP231), to print a list of selected employee master records and their related enrollment and/or length of service records.

HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
Job Name Field	R	For a new report, type a unique **name** for the job. To use an existing report, you can select a previously defined job from the Drill Around. The jobs displayed are for the active user, displayed in a User Name Field	Job Name is established for the resulting report.	You can define different sets of parameters for the same report by using alternative job names. For example, you can inquire on an existing job name, change the parameter values, type in a new job name and use the ADD button. Each job defined for a particular user must have a unique name.
Job Description Field	O	Type a **description** of the job	A Job Description will display.	The job description helps you identify a batch job by providing additional information about the job name.
Company Field	R	Type **1** in **Company** Field	ystem will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
Plan Category Field	O	Select a **Plan Category** to limit report records	If you select a Plan Category, leave Absence Plan and Structure Group blank.	Valid values are: **ANN** ANNUAL LEAVE **CMP** COMP TIME **DON** DONATED LEAVE **FAM** FAMILY SICK **HOL** HOLIDAY LEAVE **IND** INDUSTRIAL LV **MIL** MILITARY LEAVE **PER** ASDB-PERSONAL LV (ASDB ONLY) **REC** RECOGNITION LV **SDP** SPREADPAY (ASDB ONLY) **SIC** SICK LEAVE
Absence Plan Field	O	Select an **Absence Plan** to limit report records		Valid values are: ▪ Annual ▪ Comp ▪ Donated ▪ Family Sick ▪ FMLA ▪ Holiday ▪ Industrial ▪ Military

HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
				▪ Personal (ASDB only) ▪ Personally (select Agencies only) ▪ Recognition ▪ Sick ▪ Spread Pay (ASDB only)
Structure Group Fields	O	Select a **Structure Group** to limit report result	If you select any Structure Groups, you must also select an Absence Plan,	Valid values are available by employee setup
Excluded End Date Field	O	Enter the date that will be used to **exclude records** that have a Master End Date on or before date specified		If you leave Field blank, Plans with employee master end dates will be included.
Processing Group Field	N	Disregard this Field		ADOA uses this Field
Process Level Field	O	Select a **process level** to limit the employees included on the report to those in the selected process level.	If a Process Level is selected, Processing Group, Employee Group and Employee Fields must be blank.	
Employee Group Field	O	Select an **employee group** to limit the employees evaluated against the threshold to those belonging to the group selected.	If an Employee Group is selected, Processing Group, Process Level and Employee Fields must be blank.	
Employee Fields	O	Select individual **employees** to be evaluated against the threshold.	If an Employee is selected, Processing Group, Process Level and Employee Group Fields must be blank.	
Data Tab				
Report Option Field	O	Select a **report** option that determines how much data will display on the report.		Valid values: Blank = **1** All Master Data (default) All Fields from employee master record **2** = Balances Only **3** = Negative Balances Only

HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
Enrollment Detail Field	O	Determine whether or not detail enrollment records should be included.		Valid values: **1** = Exclude (default) **2** = Include
Length of Service Hours Field	O	Determine whether or not **length of service** hours should be included.		Valid values: **1** = Exclude (default) **2** = Include
Report Sequence Field	R	Select a sort order for the **report**		Valid values: **1** = Plan; Structure **2** = Process Level **3** = Process Level; Department **4** = User Level **5** = Employee
Employee Sequence Field	O	Select a specific order in which the employees should be sorted.		Valid values: **0** = Use Company Default **1** = Alpha **2** = Numeric

LP231 Report Results Parameters

```
Employee Plan Master Listing
LP231 Date: 06/26/19          JOB SUBMISSION PARAMETERS
      Time: 17:24


User Name:
Job Name :
Step Nbr : 1


   Selection

                Company:     1           STATE OF ARIZONA
          Plan Category:
           Absence Plan:
        Structure Group:

      Excluded End Dates:
       Processing Group:
          Process Level:
         Employee Group:
               Employee:      98791


   Data

            Report Option:   1     All master data
         Enrollment Detail:   2     Include
   Length of Service Hours:   2     Include

          Report Sequence:   5     Employee
        Employee Sequence:   2     Numeric
```

Results:

Employee Plan Master Listing

```
LP231 Date 06/26/19                    Company    1 STATE OF ARIZONA                                        Page    1
      Time 17:24                              Employee Plan Master Listing

Absence Plan:     ANNUAL              ANNUAL LEAVE PLAN
Structure Group:  LPANUNC1           LP ANN UNCOVERED FT_6.47


Employee   Name                                    Position    Position Description                    Master Override
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           Balances:            Available Hours:    220.050000     Available Earnings:        0.000000
                                  Accrued Hours:      0.000000      Accrued Earnings:          0.000000
                                Allotment Hours:      0.000000     Allotment Earnings:         0.000000
                                Carryover Hours:      0.000000     Carryover Earnings:         0.000000
                                 Reserved Hours:      0.000000      Reserved Earnings:         0.000000
           Dates:            Master Entry Date:   01/01/10   Accrual End Date:                Master End Date:
                             Service Begin Date:  06/01/05   Accrual From Date:  04/13/12    Accrual Start Date:   04/13/12
                           Allotment Begin Date:             Allotment Point:              Eligibility Begin Date: 06/01/05
                              Limit Reset Point:  115        Last Accrual Date:  06/14/19   Last Allotment Date:
                           Last Eligibility Date: 06/14/19   Last Limit Date:    01/15/19   Carryover End Date:
                           Last Period End Hours: 06/14/19   Last Period End Earn:           Structure End Date:

           GL Accounts             Hours Accrual Account:
                                   Hours Expense Account:
                                 Earnings Accrual Account:
                                 Earnings Expense Account:

           Activities        Hours Activity, Account Category:
                           Earnings Activity, Account Category:

           Employee Overrides
                   Hours Accrual Table:                              Earnings Accrual Table:
                   Hours Allotment Table:                            Earnings Allotment Table:
                 Hours Balance Limit Table:                       Earnings Balance Limit Table:
                 Hours Accrual Limit Table:                       Earnings Accrual Limit Table:
                    Hours GL Liability Table:                       Earnings GL Liability Table:
               Hours Carryover Limit Table:                    Earnings Carryover Limit Table:
               Hours Carryover Limit Amount:      0.000000     Earnings Carryover Limit Amount:      0.000000

           Payroll Overrides
              Hours Negative Balance Limit:       0.000000
                    Hours Link Plan Table:
                      Hours Process Order:     Do not override
             Hours Negative Balance Option:    Do not override the plan
          Hours Web Negative Balance Option:   Do not override the plan
                Hours Unpaid service code:
            Earnings Negative Balance Limit:      0.000000
                  Earnings Link Plan Table:
                    Earnings Process Order:   Do not override
           Earnings Negative Balance Option:  Do not override the plan
      Earnings Web Negative Balance Option:   Do not override the plan
```